

Duplicate within 40 days after receiving travel advance, otherwise the advance shall be subject to payroll deduction.

Travel Expense Form

Mayor's Office

JUL 26 2022

LaToya Cantrell

July 26, 2022

Received

Name of Employee

Date

Office of the Mayor

Mayor

Department

Title

Travel To: Antibes Juan-les-Pin & Paris, France
City, State

Period: 07/13/2022 to 07/17/2022
Date Date

Purpose:

Signing of Sister Cities Agreement and participate in 61st International Jazz & Juan Festival and the French Day Celebration

(1) Expense (Note if expenses are supported by attached receipts)	Amount
Transportation: Going Places Travel [United/Delta Airlines]	\$ 17,854.57
Antibes Juan-les-Pin [Ground Transportation]	\$ 204.39
Lodging: Going Places Travel [Pullman Hotel Eiffel Tower]	\$ 776.78
Antibes Juan-les-Pin [AC Hotel Ambassadeur]	\$ 424.01
Meals: Per Diem	\$ 394.62
Tips:	\$
Taxi Cabs:	\$
Other Expenses:	\$
(2) Total Expenses:	\$ 19,654.37

I, LaToya Cantrell, certify that this travel expense account is correct, that the travel was performed on the dates specified for official business only, and that the expenses were for official business.

[Signature]
Submitting Employee's Signature

APPROVED:

N/A
Signature of Appointing Authority

APPROVED:

[Signature]
Agency Director Chief of Staff

APPROVED:

[Signature]
Gilbert A. Montañó
Chief Administrative Officer

(3) AMOUNT ADVANCE ON VOUCHER NO. _____ DATED _____ \$ 19,259.75

(4) LESS: Total expenses reported in Line 2 above: \$ 19,654.37

(5) DIFFERENCE: \$ 394.62

Excess of line 3 over 4 deposited as per copy of Receiving Warrant No. _____ attached.
SHOULD LINE 4 EXCEED LINE 3 ABOVE, EXPLAIN IN THE SPACE PROVIDED BELOW:

Reimbursement requested for additional funds in connection with expenses in excess of Advance in the Amount \$ _____ requested on Public Voucher Number _____ Dated _____.

LOUISIANA BOARD OF ETHICS

Mail: P.O. Box 4368, Baton Rouge, LA 70821

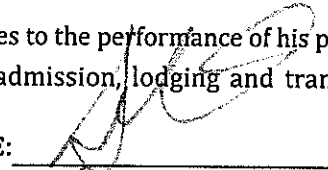
Fax: 225-381-7271

Upload: <https://eap.ethics.la.gov/FileUpload>**COMPLIMENTARY ADMISSION, LODGING AND/OR TRANSPORTATION
DISCLOSURE STATEMENT**

Pursuant to La. R.S. 42:1115.2, any public servant who accepts complimentary admission, lodging, or transportation, or reimbursement for such expenses shall file a certification with the Board of Ethics **WITHIN 60 DAYS AFTER SUCH ACCEPTANCE.**

Agency Head Certification (to be completed prior to event attendance):By my signature below, I, Gilbert Montano, (agency head printed name)

- Certify that the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense (check applicable box)
 - ☒ is of direct benefit to the agency or
 - ☒ will enhance the knowledge or skill of the Public Servant as it relates to the performance of his public service.
- Approve the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense.

AGENCY HEAD'S SIGNATURE: CERTIFICATION DATE: July 8, 2022PUBLIC SERVANT'S FULL NAME: LaToya CantrellADDRESS: 1300 Perdido Street, Rm 2E04CITY, STATE, ZIP: New Orleans, LA 70112POSITION TITLE: MayorEMPLOYING AGENCY: City of New OrleansDATE OF EVENT: July 13-17, 2022LOCATION: Antibes Juan-les-Pin, France

DESCRIPTION OF PURPOSE OF PUBLIC SERVANT'S ACCEPTANCE OF COMPLIMENTARY ADMISSION, LODGING AND/OR REASONABLE TRANSPORTATION:

Signing of Sister Cities Agreement and participate in 61st International Jazz à Juan Festival and the French Day Celebration

PERSON/ORGANIZATION PROVIDING

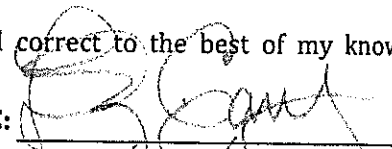
ADMISSION, LODGING, AND/OR TRANSPORTATION: Antibes Juan-les-Pin

AMOUNT EXPENDED/REIMBURSED ON PUBLIC SERVANT

ADMISSION: \$ _____

LODGING: \$ 424.01TRANSPORTATION: \$ 204.39**Public Servant Attestation:**

By my signature below, the above provided information is true and correct to the best of my knowledge, information, and belief.

PUBLIC SERVANT'S SIGNATURE: DATE: 07/07/2022

JUL 07 2022

Travel Authorization Form

Received

1.) Name of Employee: LATOYA CANTRELL, MAYOR

2.) Name of Department: OFFICE OF THE MAYOR

3.) Purpose of Travel:

SIGNING OF SISTER CITY AGREEMENT WITH ANTIBES JUAN-LES-PINS AND MEETING WITH CITY OFFICIALS

4.) Destination: ANTIBES JUAN-LES-PIN & PARIS, FRANCE

5.) Number of Days in Travel Status: FIVE (5)

6.) Source of Funds: _____

7.) Itinerary while in Travel Status:

Date	Location	Telephone Number
JULY 13, 2022	DEPART NEW ORLEANS	
JULY 13-15, 2022	ANTIBES JUAN-LES-PIN	
JULY 16-17, 2022	PARIS	
JULY 17, 2022	RETURN TO NEW ORLEANS	

Signature of Employee

Signature of Appointing Authority

Signature of Director

Gilbert A. Montano
Chief Administrative Officer

Check One: ☒ Approved ☐ Disapproved

2022 JUL - 6 A 11:29
CITY OF NEW ORLEANS
OFFICE OF THE MAYOR

Gloria Smith

From: Wendy T. Baquet
Sent: Monday, July 11, 2022 5:30 PM
To: LaToya Cantrell
Cc: Catrina M. Simmons; Gloria Smith
Subject: FW: CANTRELL/LATOYA 13JUL MSY

Good Afternoon Madame Mayor,

Here is the first of two itineraries for your travel to France.

Thanks,

Wendy T. Baquet
Human Resources/Fiscal Coordinator
Office of Mayor LaToya Cantrell
City of New Orleans | 1300 Perdido St. | Suite 2E04 | New Orleans, LA 70112
(504) 658.4913

From: GOING PLACES TRAVEL INC <noreply@amadeus.com>
Sent: Sunday, July 10, 2022 11:08 PM
To: Wendy T. Baquet <Wendy.Baquet@nola.gov>
Subject: CANTRELL/LATOYA 13JUL MSY

EMAIL FROM EXTERNAL SENDER: DO NOT click links, or open attachments, if sender is unknown, or the message seems suspicious in any way. DO NOT provide your user ID or password. If you believe that this is a phishing attempt, use the reporting tool in your Outlook to send this message to Security.

CANTRELL/LATOYA 13JUL MSY

GOING PLACES TRAVEL INC
561 ARIS AVENUE
METAIRIE LA 70005

INVOICE 0000016952
DATE 10JULY22
BOOKING REF 4MBY5W

TELEPHONE: 504 286-2024
FAX : 504-286-2324

AGENT RO/RO

CANTRELL/LATOYA

SERVICE	DATE	FROM	TO	DEPART	ARRIVE
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UNITED AIRLINES - UA 2602	13JUL	NEW ORLEANS LA	DULLES/WASH DC	1237P	410P
	WEDNESDAY	LOUIS ARMSTRON	DULLES INTL		

J FIRST

SNACK	NON STOP
RESERVATION CONFIRMED	2:33 DURATION
AIRCRAFT: BOEING 737-700	
SEAT 01E NO SMOKING CONFIRMED	

UNITED AIRLINES - UA 989

13JUL DULLES/WASH DC FRANKFURT 515P 720A
WEDNESDAY DULLES INTL FRANKFURT INTL 14JUL
J BUSINESS TERMINAL 1

DINNER NON STOP
RESERVATION CONFIRMED 8:05 DURATION
AIRCRAFT: BOEING 777-300ER
SEAT 02L NO SMOKING CONFIRMED

UNITED AIRLINES - UA 9200 - OPERATED BY LH LUFTHANSA - LH 1058

14JUL FRANKFURT NICE 830A 1000A
THURSDAY FRANKFURT INTL COTE D AZUR
J BUSINESS TERMINAL 1 TERMINAL 1

MEAL NON STOP
RESERVATION CONFIRMED 1:30 DURATION

AIRCRAFT OWNER: LH LUFTHANSA

AIRCRAFT: AIRBUS A320 (SHARKLETS)
SEAT 02C NO SMOKING CONFIRMED

DELTA AIR LINES - DL 85

17JUL PARIS ATLANTA GA 350P 715P
SUNDAY CHARLES DE GAU HARTSFIELD-JAC
J BUSINESS TERMINAL 2E TERMINAL INTL

DINNER NON STOP
RESERVATION CONFIRMED 9:25 DURATION

AIRCRAFT: AIRBUS A350-900
SEAT 03D NO SMOKING CONFIRMED

DELTA AIR LINES - DL 363

17JUL ATLANTA GA NEW ORLEANS LA 1159P 1226A
SUNDAY HARTSFIELD-JAC LOUIS ARMSTRON 18JUL
J FIRST TERMINAL S

NON STOP
RESERVATION CONFIRMED 1:27 DURATION

AIRCRAFT: BOEING 757
SEAT 01C NO SMOKING CONFIRMED

AIR FARE	16625.00
TAXES AND AIRLINE IMPOSED FEES:	1029.57
AIR TOTAL USD	17654.57
SERVICE FEE	200.00
PREPAID HOTEL/TAXES/FEES	776.78
INVOICE TOTAL USD	18631.35

PAYMENT: [REDACTED]

RESERVATION NUMBER(S) DL/HMM6C4 LH/4MBY5W UA/P9W9SV

ETKT:UA 016 7810865479-80

UA FREQUENT FLYER [REDACTED]
DL FREQUENT FLYER [REDACTED]

PULLMAN HOTEL EIFFEL TOWER
JULY 16TH 1 NIGHT
CONF AND PREPAID VIA EXP

THANK YOU FOR GOING PLACES WITH US

PLZ CONTACT AIRLINE PRIOR TO DEPARTURE TIME TO CANCEL
OR TICKET WILL HAVE NO VALUE
WE MUST RECEIVE AUTHORIZATION BY E-MAIL
BEFORE TICKETS CAN BE ISSUED
CHECKED BAGGAGE FEES APPLY TO MOST AIRLINES
THE PASSENGER IS RESPONSIBLE FOR THESE FEES

CLICK THE FOLLOWING LINK TO ACCESS YOUR ONLINE ITINERARY:

WWW.CHECKMYTRIP.COM/CMTSERVLET?R=4MBY5W&L=US&N=CANTRELL

MOST CARRIERS' E-TICKETS HAVE EXPIRATION DATES AND CONDITIONS OF USE.
CHECK THE CARRIER'S FARE RULES FOR MORE INFORMATION.

BAGGAGE POLICY - FOR TRAVEL TO/FROM, WITHIN THE US/CA, PLEASE VISIT:

[HTTPS://BAGS.AMADEUS.COM?R=4MBY5W&N=CANTRELL](https://BAGS.AMADEUS.COM?R=4MBY5W&N=CANTRELL)

Gloria Smith

From: Wendy T. Baquet
Sent: Monday, July 11, 2022 5:31 PM
To: LaToya Cantrell
Cc: Catrina M. Simmons; Gloria Smith
Subject: FW: CANTRELL/LATOYA 16JUL NCE

Here is the 2nd.

Wendy T. Baquet
Human Resources/Fiscal Coordinator
Office of Mayor LaToya Cantrell
City of New Orleans | 1300 Perdido St. | Suite 2E04 | New Orleans, LA 70112
(504) 658.4913

From: GOING PLACES TRAVEL INC <noreply@amadeus.com>
Sent: Monday, July 11, 2022 12:00 PM
To: Wendy T. Baquet <Wendy.Baquet@nola.gov>
Subject: CANTRELL/LATOYA 16JUL NCE

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CANTRELL/LATOYA 16JUL NCE

GOING PLACES TRAVEL INC
561 ARIS AVENUE
METAIRIE LA 70005

INVOICE 0000016962
DATE 11JULY22
BOOKING REF 4MHPGT

TELEPHONE: 504 286-2024
FAX : 504-286-2324

AGENT RO/RO

CANTRELL/LATOYA

CITY OF NEW ORLEANS
OFFICE OF THE MAYOR

SERVICE	DATE	FROM	TO	DEPART	ARRIVE
AIR FRANCE - AF 7705	16JUL NICE	PARIS	930A	1105A	
S ECONOMY	SATURDAY	COTE D AZUR TERMINAL 2	CHARLES DE GAU TERMINAL 2F		
				NON STOP	
				1:35 DURATION	
		RESERVATION CONFIRMED			
		COCKPIT CREW: AF AIR FRANCE			
		CABIN CREW: AF AIR FRANCE			
		AIRCRAFT: AIRBUS A321			

AIR FARE	511.00
TAXES AND AIRLINE IMPOSED FEES:	42.50
AIR TOTAL USD	553.50
SERVICE FEE	35.00
INVOICE TOTAL USD	588.50

PAYMENT: [REDACTED]

RESERVATION NUMBER(S) AF/4MHPGT

ETKT:AF 057 7810865487

THANK YOU FOR GOING PLACES WITH US
PLZ CONTACT AIRLINE PRIOR TO DEPARTURE TIME TO CANCEL
OR TICKET WILL HAVE NO VALUE
WE MUST RECEIVE AUTHORIZATION BY E-MAIL
BEFORE TICKETS CAN BE ISSUED
CHECKED BAGGAGE FEES APPLY TO MOST AIRLINES
THE PASSENGER IS RESPONSIBLE FOR THESE FEES

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WWW.CHECKMYTRIP.COM/CMTSERVLET?R=4MHPGT&L=US&N=CANTRELL
MOST CARRIERS' E-TICKETS HAVE EXPIRATION DATES AND CONDITIONS OF USE.
CHECK THE CARRIER'S FARE RULES FOR MORE INFORMATION.

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[HTTPS://BAGS.AMADEUS.COM?R=4MHPGT&N=CANTRELL](https://BAGS.AMADEUS.COM?R=4MHPGT&N=CANTRELL)
